# Industry Recognized Credential Transfer Assurance Guide: Microsoft PowerPoint
## *(Microsoft PowerPoint Associate Level Certification)*
### *April 13, 2023*

Industry Recognized Credential Transfer Assurance Guides (ITAGs) are a statewide transfer initiative that guarantees the award of college-level credit to students earning agreed-upon, industry recognized credentials. Students meeting credentialing requirements, regardless of where the learning was achieved, will be eligible to earn credit for specified courses deemed equivalent to the stated industry recognized credential listed on the ITAG document. Credentials are reviewed and aligned to postsecondary learning outcomes that are endorsed by Ohio's public institutions of higher education. The receiving institution must offer an equivalent course or program. Additional information on accessing and awarding ITAG credit is outlined in this document.

## Required Credential(s)

**Credential Name(s):** Microsoft PowerPoint Associate Level Certification
**Credential Issuer:** Microsoft

**Exam(s):** MO-300

**Additional Requirements for Credit:** Credit must be accessed within one year of passing or renewing the required Microsoft exam.

## Credit Access and Verification

**Student:** Students wishing to receive credit can create and share a transcript using their Microsoft Certification Dashboard account.

**Institution:** Students requesting credit will share certification information using the above-mentioned account, and information will be provided by way of link, transcript ID, and access code.

## Course Information

**Course Name:** ITMSOS001 Introduction to Microsoft PowerPoint

**Credit Hours:** 1

**Course Description:** Using Microsoft PowerPoint, students will add and edit text and graphics to create a presentation. Students will also learn how to use software features to enhance presentations including adding notes, animations, and transitions as well as customizing slideshow settings.

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*Alignment of Microsoft PowerPoint Associate Level MO-300 Exam to to Postsecondary Learning Outcomes*
*for Introduction to Microsoft PowerPoint*

| Postsecondary Learning Outcomes | Credential Content |
| --- | --- |
| 1. Create, save, open, and print a presentation | Manage Presentations |
| 2. Enter and edit text in a presentation | Insert and format text, shapes, and images |
| 3. Edit outlines and items | Manage slides |
| 4. Create speaker notes | Manage Presentations |
| 5. Edit text objects | Insert and format text, shapes, and images |
| 6. Add shapes and images | Insert and format text, shapes, and images |
| 7. Add transitions and animations | Apply transitions and animations |
| 8. Edit slideshow settings | Manage Presentations |

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## ITAG Development Panel

| Lead name | Institution/Organization | Role |
|---|---|---|
| Dr. Thomas Mays | Miami University | Lead Panel Member - Faculty |
| Cheryl Reindl-Johnson | Sinclair Community College | Panel Member – Faculty |
| Bob Nields | Cincinnati State Technical and Community | Panel Member – Faculty |
| Matthew White | Mt. Healthy High School | Panel Member – Career Center/OTC |
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| Darrin Crawford | LexisNexis | Industry |
| | | |
| Dr. Robert Speckert | Ohio Department of Higher Education | ODHE ITAG Consultant |
| Nikki Wearly | Ohio Department of Higher Education | Senior Director, Career-Technical Education Transfer Initiatives |
| Dr. Ben Parrot | Ohio Department of Higher Education | Senior Associate Director, SCTAI Implementation |

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